

OCCUPATIONAL THERAPIST 2**Nature of Work**

Under limited supervision, performs full-performance professional and administrative work directing the occupational therapy program in a state facility. Monitors the work of subordinate professionals. Develops and implements policy and procedure for the program and prepares and monitors the budget. Provides comprehensive occupational therapy to patients. Work is reviewed by results obtained in performance of professional and administrative duties. Typically reports to the facility administrator. Performs related work as required.

Distinguishing Characteristics

The Occupational Therapist 2 is distinguished from the Occupational Therapist 1 by the administrative responsibility for coordinating and directing an occupational therapy program at a state facility and assigning and supervising the work of others.

Examples of Work

Determines, implements, and monitors departmental policies and procedures.

Ensures compliance with professional guidelines, standards and ethics.

Coordinates and oversees the work of professional therapists, aides, and clerical staff; advises staff on methods and techniques of client evaluation and training; interviews; assigns workload; recommends personnel actions; schedules staff and evaluates work performance.

Assesses units budgetary needs; reviews and revises budget estimates; recommends allocation of funds within unit.

Evaluates existing programs and modifies programs as necessary; plans new and expanded programs.

Consults with members of other health care units to integrate occupational therapy services with comprehensive client treatment plan; confers with administrative staff on department's needs and goals and recommends procedural and organizational modifications to improve unit's functions.

Carries a partial caseload of clients; evaluates client's capabilities; prescribes activities and assistive devices to improve client's functioning and documents services provided.

Knowledge, Skills and Abilities

Knowledge of agency policies and procedures regarding the administration of the occupational therapy unit.

Knowledge of the principles and practices of occupational therapy and proper body mechanics and the muscles and their innervations.

Knowledge of occupational materials and equipment.

Ability to direct the work of an occupational therapy staff and oversees the administration of the unit.

Ability to assess effectiveness of programs and modify them to correct inadequacies.

Ability to apply the principles, methods and techniques of occupational therapy in developing programs of treatment and rehabilitation.

Ability to work with mentally or physically handicapped individuals.

Ability to plan and direct client treatment programs.

Ability to observe and evaluate client reaction to therapy and to report on client's progress in written form.

Ability to operate standard occupational therapy equipment.

Minimum Qualifications

TRAINING Graduation from an accredited college or university with a major in occupational therapy.

EXPERIENCE Four years of full-time or equivalent part-time paid professional employment in occupational therapy, one year of which must have been directing and assigning work of others or in a supervisory capacity.

SPECIAL REQUIREMENT Eligibility for licensure in West Virginia as an occupational therapist.

Established: 7/16/92

Effective: 8/16/92